
Elementary School Librarian Resume

Job Objective

To obtain a position of Elementary School Librarian where my skills can be fully utilized.

Highlights of Qualifications:

- Relevant experience of managing and providing library services in an elementary school
 - Thorough knowledge of library terminology, reference tools and online resources
 - Commendable knowledge of library management, interlibrary loan and cataloging system
 - Familiarity with children's literature and student behavior management
 - Ability to operate computer and utilize data retrieval methods
 - Ability to interact with students, staff and community members in a pleasant manner
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Professional Experience:

Elementary School Librarian
HCPS – Twin Hickory Elementary School
August 2012 – Present

Responsibilities:

- Selected, procured, and maintained library books and other materials for school library.
- Prepared and updated library exhibits, bulletin boards, catalogs, and lists.
- Operated and maintained various library equipments, barcode reader, and computers.
- Trained and assisted students and faculty in the proper use of the library resources.
- Created and provided accurate reports and records related to library budget, programs, and activities.
- Developed and maintained positive relationships with subordinates, students, and parents.

Elementary School Librarian
HCPS – Short Pump Middle School
May 2009 – July 2012

Responsibilities:

- Selected, ordered, catalogued, and maintained school library books and other information resources.
 - Managed and provided library reference and instructional services to students.
 - Interpreted school curriculum and developed library collection in to meet educational needs of students.
 - Organized and oversaw execution of all library programs and activities like author visits, and book fairs.
 - Created and maintained current and correct records related to library budget.
 - Interpreted and adhered to government-approved copyright laws and library related policies.
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Education:

Associate Degree in Library Science
New York Chiropractic College, Seneca Falls, NY

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